DOCUMENT RESUME

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ED 023 868

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The simulated instructional materials are miscellaneous communications which might appear in a high school principal's "in-basket." The student is instructed to carry out whatever activity he perceives as indicated. The purpose of the materials is explained in "Instructor's Guide for Using Simulated Materials to Instruct School Administrators in the Area of Occupational Education" (VT 005 410). Another related document is "The Madison School-Community--Abreviated Background Materials" (VT 005 411). (JK)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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MAR 8, 1968

MADISON PUBLIC SCHOOLS

Secondary Curriculum

IN-BASKET

Part I – III

(Items SC-1-1 to SC-1-27)

SC-2-1 to SC-2-2, SC-3-1 to SC-3-2

VT 006 654

ED023868

Prepared by:
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SC-1 to III

MADISON HIGH SCHOOL
STANDARD MEMO FORM

Date 10/24

To Dept. of _____ Attn: Ms. McCord

From: Charles Bozard, Head Custodian Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

I want to let you know about a cleaning problem. As you know, our men clean the shops thoroughly after school closes each day.

However, the evening adult vocational classes use the shops later on. They do not sweep up after these night classes which causes the problem.

When the shop teachers come to school in the morning, their shops are dirty. Then we catch the blame.

Would it be OK for me to ask each night teacher to require his students to clean up after each class? As you know, I'm short of help as it is.

Thanks,
Charley

SC-1-26

Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½--8½ x 11 and several colors at General Stores.

PROPOSED RESOLUTION

Madison Teachers' Association

WHEREAS, the Madison Teachers' Association has placed professional training as a high priority for all teachers in the system, and

WHEREAS, the Madison Teachers' Association has accepted the Bachelor's Degree as a minimum for all teachers in the profession, and,

WHEREAS, certain teachers in the vocational areas of the school program do not possess the minimal requirement of the Bachelor's Degree, and,

WHEREAS, the school administration continues to hire such non-degree personnel in the vocational areas,

BE IT RESOLVED that the Madison Teachers' Association go on record as opposed to the additional hiring of such non-degree personnel.

BE IT FURTHER RESOLVED that the Association consider such non-degree vocational teachers as ineligible for membership in the Madison Teachers' Association.

SC-1-25

432 Elm
Madison, Lafayette
October 21, 1967

Mr. Clare G. McCord, Principal
Madison High School
Madison, Lafayette

Dear Clare:

Just a note to let you know of my latest "equipment find." As you might know, the Evan's Printing Company is going out of business. They want to sell their printing equipment in one package. I think we could get it rather cheap for the school vocational program.

I'll be glad to pick you up one day this week if you care to look it over. Please give me a ring on this soon. We'll have to move within the next few days if we are interested.

Sincerely,

Charles J. Elgin

Charles J. Elgin
Member, Board of Education

CJE:dc

SC-1-27

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date 10/25.

To Dept. of _____ Attn: Mr. McCord

From: Miss Biggs Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

Mrs. Young phoned and said Pam was getting married. She wanted her to check out of school. It seems Pam is marrying the Yost boy and he has a job in Bay City. Since this involved a sizable bill for lunches and library fines, Mr. Ross felt you should handle it.

(Cumulative folder attached)

SC-1-19 Please use Standard Forms where ever possible.

Available in following sizes, 8½ x 5½—8½ x 11 and several colors at General Stores.

433 Stony Road
Madison, Lafayette
October 19, 1967

Mr. Clare G. McCord, Principal
Madison High School
Madison, Lafayette

Dear Mr. McCord:

My daughter, Julie, has been extremely disturbed since her last visit with her counselor. They discussed her most recent tests (Julie calls them Iowa tests), and she was advised to attend a junior college before entering a major university.

Now we have always planned that Julie would go to Lafayette University next fall. Would you please tell Mr. Whitt to be more careful of what he recommends to our daughter?

Sincerely,

(Mrs.) Robert Vaye

Mrs. Robert Vaye

SC-1-18

MADISON HIGH SCHOOL TEACHERS MEETING

MINUTES

October 12, 1967

1. Announcements

   --No assembly Friday, the 13th

   --Mr. Cain, Miss John, and Mrs. Winter will be responsible for going on rooters bus to the football game.

   --Please remember to turn in insurance information forms to superintendent's office.

2. Discussion was conducted about the continuing problem of scheduling in certain areas. Mr. Carmichael expressed concern about key band members being forced out of band during their senior year by scheduling conflicts. He also mentioned parent pressures regarding this problem. A problem was also identified in the area of band and chorus or shop. Students in band are finding it almost impossible to take chorus or shop.

   The question of limiting or controlling student enrollment was brought up. It was expressed that students who take our fine arts course actually do not need a second. It was also pointed out that the majority of the students are enrolled in college prep and actually go on to college, so that perhaps the problem of conflicts is being greatly exaggerated. The question was left open for future discussion when more information will be available.

3. The criteria for selecting members of the National Honor Society were reviewed (5% 10th grade, 10% 11th grade, 15% 12th grade). Staff members were requested to give careful attention to the "service" and "leadership" areas when considering candidates. Balloting will be held at the next faculty meeting.

4. Teachers were asked to think about the audio-visual equipment, films, and procedure for use. Any suggestions teachers have will be appreciated.

OFFICE OF THE SUPERINTENDENT
MADISON PUBLIC SCHOOLS

To: Clare McCord, Principal
Madison Senior High School

Re: Smoking in the school building

Date: October 23, 1967

It has been brought to my attention by Dallas Upperman that the smoking problem at the high school is increasing.

Dallas indicates that the main source of the problem stems from the vocational (post-high school) education students. He thinks that the policy of allowing the older pupils to smoke in the special smoking area during break periods is not properly supervised. Apparently, high school pupils involved in the vocational classes are smoking during these breaks also.

While there does not appear to be a fire hazard problem here, we are apt to have some trouble regarding the smoking by the high schoolers.

Please see what you can do and let me know what action you plan to take at this time.

SC-1-23

BROWN-DORSEY SCHOOL OF BUSINESS
LAKE CITY

October 20, 1967

Dr. Carl F. King
Assistant Superintendent of Instr. Ser.
Madison Public Schools
Madison, Lafayette

Dear Dr. King:

While we questioned at the outset the need for your school system to expand in the various areas of business education, we did support your efforts to provide clerical courses in grades 10-12.

It is my understanding, however, that your school system now intends to offer work in data processing. Since the Brown-Dorsey School of Business is now meeting the demand for trained personnel in this area, we highly question the advisibility and need for additional instruction at Madison.

Our business has invested considerably in expensive data processing equipment and we intend to invest in other such equipment in the future. However, if you and other public schools duplicate our program, we most likely cannot justify further expense.

We are especially concerned about your plans to offer post-high school work in data processing. Will you kindly clarify your plans for me.

Sincerely,

BROWN-DORSEY SCHOOL OF BUSINESS

Charles S. Ghormley

Charles S. Ghormley
President

CSG:hm
cc Clare McCord
James Brewer

SC-1-24

Name Young (Last) Pamela (First) J. (Middle) Sex Female

PHOTO

Address 3251 Adams Street Phone 542-6342

Date of Birth August 3, 1950 Place of Birth Lake City, Lafayette

Parents or Guardian	Address	Occupation
Father Ronald H. Young	3640 Sand Street 542-3318	Factory Worker
Mother Mrs. Ronald H. Young	263 West 32nd Street 542-2631	Waitress - Blue Moon Club
Guardian		

Living With Mrs. Ronald Young (Name) Mother (Relationship to student)

Data Regarding Parents — Deceased — Divorced — X Separated

Entry Date Sept. 1965

Grade Entered 10th

Entered From Lake City Jr. High

Others Living in Home

Brothers	Age	Sisters	Age	Relationship to Student
None		Nancy	20	
		Judith	19	

HEALTH EXAMINATION

Dates Given

Special Health Factors

INTELLIGENCE TESTS

Date	Name of Test	Score
Oct. 1964	Otis	112
Oct. 1965	California Test of Mental Maturity	110

ACHIEVEMENT TESTS

Date	Name of Test	Grade Placement
Oct. 1965	California	10.0
	Reading	10.2
	Language	11.0
Oct. 1964	ITED Composite	74%ile

OTHER TESTS GIVEN

Date	Name of Test	Result	Given By

DISCIPLINARY ACTION

Date	Reason

EDUCATIONAL DATA — VOCATIONAL DATA

Name Pamela Young

Secondary School Record

Educational Data

Year 1964-65 Grade 9	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
English 1		F	0		D	5
Spanish		B	5		C	5
Algebra		F	0			
Cit. Educ.		C	5		D	5
Home Ec.		D	5			
Phys. Educ.		B	3		B	3
Mathematics					D	5
Days Absent						
Semester Hours for Year						

Year 1965-66 Grade 10	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
English 2		F	0		D	5
Biology		D	5		D	5
Algebra		D	5		F	0
World History		C	5		D	5
Clothing		D	5			
Phys. Educ.		D	3			
Chorus					C	5
Health Educ.					C	3
Days Absent						
Semester Hours for Year						

Year 1966-67 Grade 11	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Phys.Science		D	5		F	0
Amer. History		D	5		F	0
Typewriting		C	5		C	5
English 3		D	5			
Shorthand		D	5		D	5
Phys. Educ.		D	3			
Algebra					D	5
Days Absent						
Semester Hours for Year						

Graduation Data

Total Semester Hours	
Rank in Class	
Number in Class	
Graduated	Date
Comments	

Year Grade	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Days Absent						
Semester Hours for Year						

Year Grade	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Days Absent						
Semester Hours for Year						

Year Grade	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Days Absent						
Semester Hours for Year						

Summer School

Subject	Yr.	Mrk	Sem Hrs	Mrk	Sem Hrs
Days Absent					
Semester Hours for Summer School					

Vocational Data

VOCATIONAL PREFERENCE Fix and design hair

VOCATIONAL SUGGESTIONS

Vocation	Suggested By
Possibly business education	

WORK EXPERIENCE

Date	Type of Work
Summer 1966	Car hop - Drive-in
School year 1966-67	Waitress

WORK PLACEMENT

Date	Type of Work

EDUCATIONAL PLANS	Date
None past high school	Spring 1966

VOCATIONAL PLANS	Date
Beauty operator school	Spring 1966

SPECIAL DATA

Name Pamela Young

Activities—

ORGANIZATION Member	Date
Glee Club	1965-66

OFFICES HELD

Office	Organization	Date

AWARDS AND HONORS

Description	Date

CHURCH PREFERENCE

CHURCH ACTIVITIES Young Peoples Group - Junior High Grades

COMMUNITY ACTIVITIES	Date
Blue Birds	Grade School

INTERESTS, HOBBIES, AND SPECIAL EXPERIENCES

Sewing

SPECIAL ABILITIES

Record of Incidents

11/7/66	Truant with Marci Adams. Also told her to cut bangs.
1/10/67	Caught smoking in restroom.
2/8/67	Left campus at noon without permission. Was seen in car with boy.
2/15/67	Librarian complaint. Library fines for first semester not paid.

Kenneth Lament, Director
Audio-Visual and Adult Education
Madison Public Schools

Dr. James Brewer
Superintendent of Schools
Madison, Lafayette

Dear Dr. Brewer:

While I have enjoyed my past work as Director of Audio-Visual and Adult Education in Madison, I feel that a change in organization is now in order. Increased work loads in both audio-visual and adult areas have been growing problems for several months.

As you know, the adult program requires much night work. Since the adult program is "self-supporting" in nature, I have not been able to hire extra help. My night salary is at the reimbursed state rate of $3.50 per hour. This pay really doesn't reflect the demands of the position.

Thus, I am requesting your consideration of the following proposal for the next school year.

Recommendation I - Establish an administrative position of Director of Vocational and Adult Education. This person would have charge of the total vocational and adult program. Salary should be a base amount as opposed to an hourly wage.

Recommendation II - Place a teacher on a one-half time basis to handle the audio-visual program.

Only through such action do I feel a quality program can be assured. I will be most happy to provide additional details.

Sincerely,

Kenneth Lament

Kenneth Lament, Director
Audio-Visual and Adult Education

KL:thn
cc Clare McCord

SC-1-14

Dyatt Manufacturing Co.
Lake City
October 19, 1967

Dr. Carl King
Assistant Superintendent for Instruction
Madison Public Schools
Madison, Lafayette

Dear Dr. King:

I was rather surprised to learn of your opposition to the initiation of data processing instruction in the Madison Public Schools Vocational Program. In my opinion, this program is a must for modern vocational programs today.

At the present time, our company needs three programmers and our employment need in this area is bound to grow. Other businesses and industries are feeling the same personnel problem regarding trained people in data processing.

While equipment is costly, I understand that the state pays for a large percentage of equipment costs.

This program is needed. The field is a growing one.

I hope that your vocational program plans will give data processing high priority.

Sincerely,

DYATT MANUFACTURING CO.

Tom Cloud

Tom Cloud, President

TC:dan
cc Clare McCord
cc James Brewer

SC-1-15

Mrs. John Ayres, President
P.T.A.
Madison High School
October 20, 1967

Mr. Clare McCord, Principal
Madison High School
Madison, Lafayette

Dear Mr. McCord:

While I had hoped to see you in person on this matter, it seems that my schedule has been busier and busier since becoming your P.T.A. president.

Several parents have called me concerning the guidance program at Madison Senior High School. They are concerned that none of the guidance counselors are trained vocational guidance persons. Is this correct?

With the increased emphasis on vocational education, it seems that at least one trained person in vocational guidance would be a real asset. Is such an addition a possibility for next year? I understand that money is available from the county or other agency to pay for this person's salary.

I'd like to report something on this at our November P.T.A. meeting.

Thanks for your consideration of this P.T.A. concern.

Sincerely,

Irene Ayres

Irene Ayres

SC-1-16

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date 10/24

To Dept. of _____ Attn: Mr. McCord

From: Curtis Whitt Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

It seems that lately our offices have been filled with girls and boys looking for part-time jobs. In most cases these have nothing to do with post graduate career aspirations. When 75% of our students go to college after graduation, don't you agree that we should concentrate on them?

Perhaps we should refer these students looking for jobs to the employment service so that our time could be spent more effectively on other matters.

CW

SC-1-17

Please use Standard Forms where ever possible.

Available in following sizes, 8½ x 5½—8½ x 11 and several colors at General Stores.

Name Fargo (Last) Roger (First) W. (Middle) Sex Male

PHOTO

Address 510 Stony Road Phone 532-6341

Date of Birth January 16, 1946 Place of Birth Madison, Lafayette

Parents or Guardian	Address	Occupation
Father James M. Fargo	510 Stony Road	Insurance
Mother Mrs. James M. Fargo	510 Stony Road	Housewife
Guardian		

Living With Parents (Name) Relationship to student

Data Regarding Parents (Deceased) (Divorced) (Separated)

Entry Date Sept. 1961

Grade Entered 10th

Entered From Madison Jr. High

Others Living in Home

Brothers Name	Age	Sisters Name	Age	Relationship to Student
Robert	14	Jane	8	

HEALTH EXAMINATION

Dates Given

Special Health Factors

INTELLIGENCE TESTS

Date	Name of Test	Score
Oct. 1959	California Test of Mental Maturity	109
Oct. 1961	California Test of Mental Maturity	103

ACHIEVEMENT TESTS

Date	Name of Test	Grade Placement
Oct. 1961	California	10.0
	Reading	9.7
	Language	10.2
Oct. 1960	ITED	Composite 65% ile

OTHER TESTS GIVEN

Date	Name of Test	Result	Given By

DISCIPLINARY ACTION

Date	Reason

Name Roger Fargo

Secondary School Record

Educational Data

Year 1960-61 Grade 9	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
English 1		C	5		D	5
Algebra		C	5		B	5
General Science		B	5		C	5
Cit. Education		D	5		D	5
Spanish		D	5		F	0
Phys. Educ.		B	3		C	3
Days Absent						
Semester Hours for Year						

Year 1961-62 Grade 10	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
English 2		D	5		C	5
Geometry		C	5		D	5
Biology		C	5		C	5
Chorus		B	5		B	5
World History		C	5		D	5
Phys. Educ.		B	3		B	3
Days Absent						
Semester Hours for Year						

Year 1962-63 Grade 11	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
English 3		B	5		D	5
Intermediate Alg.		D	5		F	0
Physics		F	0			
American History		C	5		C	5
Chorus		B	5		B	5
Phys. Educ.		B	3		B	3
Days Absent						
Semester Hours for Year						

Graduation Data

Total Semester Hours	
Rank in Class	
Number in Class	
Graduated	Date
Comments	

Year 1963-64 Grade 12	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Journalism		C	5		B	5
Amer. Life & Prob.		C	5		D	5
Business Eng. (4ML)		B	5		C	5
Intro. to Art		B	5		B	5
Typewriting		B	5		B	5
Phys. Educ.		B	3		B	3
Days Absent						
Semester Hours for Year						

Year Grade	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Days Absent						
Semester Hours for Year						

Year Grade	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Days Absent						
Semester Hours for Year						

Summer School

Subject	Yr.	Mrk	Sem Hrs	Mrk	Sem Hrs
Days Absent					
Semester Hours for Summer School					

Vocational Data

VOCATIONAL PREFERENCE College, then business

VOCATIONAL SUGGESTIONS

Vocation	Suggested By
Business, possibly newspaper work	Counselor

WORK EXPERIENCE

Date	Type of Work
Summer 1962	Lafayette Central Railroad
Summer 1963	Lafayette Central Railroad

WORK PLACEMENT

Date	Type of Work

EDUCATIONAL PLANS	Date
College - Business Administration	Spring 1962
College, maybe business school	Spring 1963

VOCATIONAL PLANS	Date
Some type of business	Spring 1962
Business	Spring 1963

SPECIAL DATA

Name Roger Fargo

Activities—

ORGANIZATION Member	Date
Glee Club	1961-62
Glee Club	1962-63
Sailing Club	1963-64
Glee Club	1963-64
School Newspaper	1963-64
Sailing Club	1963-64

OFFICES HELD

Office	Organization	Date

AWARDS AND HONORS

Description	Date

CHURCH PREFERENCE Protestant

CHURCH ACTIVITIES Choir

COMMUNITY ACTIVITIES	Date
Boy Scouts	Grade School
Little League Baseball	Grade School

INTERESTS, HOBBIES, AND SPECIAL EXPERIENCES

Boating

SPECIAL ABILITIES

MADISON HIGH SCHOOL
STANDARD MEMO FORM

Date 10/24

To Dept. of _____ Attn: Mr. McCord

From: Miss Biggs Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our file

Message:

The F.B.I. agent was in to make a security check on Roger G. Fargo, who is now in the Army. He said he would be in at 10:00 in the morning.

SC-1-13

Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½—8½ x 11 and several colors at General Stores.

Name Brown (Last) Cleveland (First) G. (Middle) Sex Male

PHOTO

Address 3642 North Oak Road Phone 632-5832

Date of Birth May 6, 1949 Place of Birth Lake City, Lafayette

Parents or Guardian	Address	Occupation
Father George W. Brown	3642 North Oak Road	Construction worker
Mother Mrs. George W. Brown	3642 North Oak Road	Housewife
Guardian		

Living With Parents (Name) Relationship to student

Data Regarding Parents Deceased Divorced Separated

Entry Date Sept. 1965

Grade Entered 10th

Entered From Jr. High Madison

Brothers		Sisters		Others Living in Home
Name	Age	Name	Age	Relationship to Student
Thomas	20			
Charles	19			
Carmen	17			
George	13			

HEALTH EXAMINATION

Dates Given

Special Health Factors

OTHER TESTS GIVEN

Date	Name of Test	Result	Given By

INTELLIGENCE TESTS

Date	Name of Test	Score
Oct. 1962	California Test of Mental Maturity	105
Oct. 1963	California Test of Mental Maturity	114
Oct. 1965	California Test of Mental Maturity	109

ACHIEVEMENT TESTS

Date	Name of Test	Grade Placement
Oct. 1965	California	10.1
	Reading	10.8
	Language	9.8

DISCIPLINARY ACTION

Date	Reason

EDUCATIONAL DATA — VOCATIONAL DATA

Name Cleveland Brown

Secondary School Record

Educational Data

Year 1964-65 Grade 9	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
English 1		D	5		F	0
Algebra		D	5		D	5
General Science		D	5		D	5
Cit. Education		D	5		D	5
Woodworking		C	5		C	5
9th Phys. Educ.		B	3		B	3
Days Absent						
Semester Hours for Year						

Year 1965-66 Grade 10	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
English 2		D	5		F	0
Geometry		F	0			
World History		D	5		D	5
Chorus		C	5		C	5
Gen. Transportation		D	5		C	5
Phys. Educ.		B	5		B	5
Football			2			
Driver Education					B	3
Days Absent						
Semester Hours for Year						

Year 1966-67 Grade 11	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
English 3		F	0		D	5
Work Theory 1		C	5		C	5
American History		F	0		F	0
Chorus		B	5		B	5
Adv. Woodworking		C	5		C	5
Phys. Educ.		B	3		B	3
Days Absent						
Semester Hours for Year						

Year 1967-68 Grade 12	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Days Absent						
Semester Hours for Year						

Year Grade	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Days Absent						
Semester Hours for Year						

Year Grade	1st. Sem.			2nd Sem.		
Subject	C Mrk	A Mrk	Sem Hrs	C Mrk	A Mrk	Sem Hrs
Days Absent						
Semester Hours for Year						

Summer School

Subject	Yr.	Mrk	Sem Hrs	Mrk	Sem Hrs
Days Absent					
Semester Hours for Summer School					

Graduation Data

Total Semester Hours

Rank in Class

Number in Class

Graduated Date

Comments

Vocational Data

VOCATIONAL PREFERENCE Carpentry

VOCATIONAL SUGGESTIONS

Vocation	Suggested By
Skilled Labor	Counselor

WORK EXPERIENCE

Date	Type of Work
Summer 1966	Carpenter's helper

WORK PLACEMENT

Date	Type of Work
September 1966	Carpenter's helper

EDUCATIONAL PLANS Date

None

VOCATIONAL PLANS Date

Carpenter

SPECIAL DATA

Name Cleveland Brown

Activities—

ORGANIZATION Member	Date

AWARDS AND HONORS

Description	Date

CHURCH PREFERENCE None

CHURCH ACTIVITIES

COMMUNITY ACTIVITIES None

OFFICES HELD

Office	Organization	Date

INTERESTS, HOBBIES, AND SPECIAL EXPERIENCES

None

SPECIAL ABILITIES

Record of Incidents

Cleveland

5/10/65	Truant p.m. Wrote phony excuse to attend grandmother's funeral. Mother came to school with him next morning.
9/28/66	Tardy. Picked up Steve Nair and Roger Still. Said he had car trouble.
10/5/66	Left campus at noon without permission. Was seen smoking across street.
10/20/66	Truant all day. Conference with both parents.
4/12/67	Smoking in restroom.
5/8/67	Expelled from art class because of mouthy and ugly attitude in class.
9/25/67	Tardy - got up late.
10/3/67	Absent 6th period.
10/5/67	Missed detention period.

To: Mr. and Mrs. Brown

From: Daryl Hood, Principal

Re: Cleveland's truancy

Date: October 24, 1966

As a result of yesterday's conference, Cleveland has been re-admitted to school following his truancy of October 20. His retention in school will depend upon the following:

1. That his attendance be regular in every respect.

2. That his attitude, his behavior, and his general discipline be acceptable to the standards and faculty at Madison High.

3. That he will study in all classes commensurate with his ability.

As discussed yesterday, any infraction of the above agreement may result in suspension from school.

CENTRAL HIGH SCHOOL
HILLSDALE, LAFAYETTE

October 18, 1967

Mr. Clare McCord, Principal
Madison, High School
Madison, Lafayette

Dear Clare:

A problem has come up which I need to bring to your attention as our league representative for the State Activities Association.

As you know, next weekend we play St. Paul Catholic of Lake City. We feel we have a real good chance against them. If we win, and we expect to, we then face Wilcox who is tied for first. The officials who are assigned to the Wilcox game are not satisfactory to us at all. We have had run-ins with three of them before. As stated in the state association rules, the officials must be "mutually agreed upon."

As our district athletic association representative, we have to turn this matter over to you. Please let us know what you are able to work out.

Yours truly,

Phil

Phillip Harskins, Principal

PH:brn

SC-1-10

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date 10/23 - 3:50

To Dept. of _____ Attn: Mr. McCord

From: Mrs. Carolyn Meyer Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

I need your help and advice. As you know, my son Mark is now in junior high. He is taking Algebra I from Miss Barbara Clark. Things have not been going at all well, but I have tried to keep out of the issue as much as possible. Now I have three confirmed reports that Miss Clark is making it as rough as she can on Mark and that she is ridiculing our high school math department.

Can you help me?

SC-1-11 Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½ 8½ x 11 and several colors at General Stores.

MADISON HIGH SCHOOL
STANDARD MEMO FORM

Date 10/24

To Dept. of _____ Attn: Mr. McCord

From: Helen Winter Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

I am sending Cleveland to you. He has become such a disturbance I can no longer keep him in English. I have tried repeatedly but he simply will not do his work. This morning he did not have his work and when I asked him about it, he smoke. I cannot keep him in my class.

(Cumulative folder attached)

SC-1-12

Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½ - 8½ x 11 and several colors at General Stores.

Name Kelly (Last) John (First) H (Middle) Sex Male

Address 3416 North Oak Road Phone 632-4141

Date of Birth March 22, 1950 Place of Birth Madison, Lafayette

PHOTO

Parents or Guardian	Address	Occupation
Father Francis Kelly	3416 North Oak Road	Custodian - Natl. Bank
Mother Mrs. Francis Kelly	3416 North Oak Road	Secretary - Northside Scrap Metal Co.
Guardian		

Living With Parents (Name) Relationship to student

Data Regarding Parents Deceased Divorced Separated

Entry Date Sept. 1965

Grade Entered 10th

Entered From Jr. High Madison

Brothers		Sisters		Others Living in Home
Name	Age	Name	Age	Relationship to Student
Richard	19	Joan	15	
Patrick	9			

HEALTH EXAMINATION

Dates Given

Special Health Factors

INTELLIGENCE TESTS

Date	Name of Test	Score
Oct. 1963	California Test of Mental Maturity	119
Oct. 1965	California Test of Mental Maturity	112

ACHIEVEMENT TESTS

Date	Name of Test	Grade Placement
Oct. 1965	California	10.1
	Reading	11.4
	Language	11.4
Oct. 1964	ITED	Composite 81%ile

OTHER TESTS GIVEN

Date	Name of Test	Result	Given By

DISCIPLINARY ACTION

Date	Reason

EDUCATIONAL DATA — VOCATIONAL DATA

Withdrew Feb. 1967 Name John H. Kelly

Secondary School Record

Educational Data

Year 1964-65 Grade 9

Subject	1st. Sem. C Mrk	1st. Sem. A Mrk	1st. Sem. Sem Hrs	2nd Sem. C Mrk	2nd Sem. A Mrk	2nd Sem. Sem Hrs
English 1		D	5		D	5
Mathematics		D	5		D	5
Cit. Educ.		D	5		D	5
Typewriting		D	5		D	5
9th Phys. Educ.		C	3		D	3
Days Absent						
Semester Hours for Year						

Year 1965-66 Grade 10

Subject	1st. Sem. C Mrk	1st. Sem. A Mrk	1st. Sem. Sem Hrs	2nd Sem. C Mrk	2nd Sem. A Mrk	2nd Sem. Sem Hrs
English 2		C	5		F	0
Algebra		D	5		D	5
World History		D	5		F	0
Engine Mechanics		D	5			
Health		B	2			
Phys. Educ.		B	3			
Driver Educ.		B	3			
Woodworking					D	5
~~Days Absent~~ Intro. to Art					D	5
Semester Hours for Year						

Year 1966-67 Grade 11

Subject	1st. Sem. C Mrk	1st. Sem. A Mrk	1st. Sem. Sem Hrs	2nd Sem. C Mrk	2nd Sem. A Mrk	2nd Sem. Sem Hrs
English 3		F	0			
Geometry		F	0			
American History		F	0			
Work Theory		C	5			
Adv. Woodworking		D	5			
Phys. Educ.		C	3			
Days Absent						
Semester Hours for Year						

Graduation Data

Total Semester Hours	
Rank in Class	
Number in Class	
Graduated	Date
Comments	

Year Grade

Subject	1st. Sem. C Mrk	1st. Sem. A Mrk	1st. Sem. Sem Hrs	2nd Sem. C Mrk	2nd Sem. A Mrk	2nd Sem. Sem Hrs
Days Absent						
Semester Hours for Year						

Year Grade

Subject	1st. Sem. C Mrk	1st. Sem. A Mrk	1st. Sem. Sem Hrs	2nd Sem. C Mrk	2nd Sem. A Mrk	2nd Sem. Sem Hrs
Days Absent						
Semester Hours for Year						

Year Grade

Subject	1st. Sem. C Mrk	1st. Sem. A Mrk	1st. Sem. Sem Hrs	2nd Sem. C Mrk	2nd Sem. A Mrk	2nd Sem. Sem Hrs
Days Absent						
Semester Hours for Year						

Summer School

Subject	Yr.	Mrk	Sem Hrs	Mrk	Sem Hrs
Days Absent					
Semester Hours for Summer School					

Vocational Data

VOCATIONAL PREFERENCE Mechanic

VOCATIONAL SUGGESTIONS

Vocation	Suggested By
Skilled Labor	Counselor

WORK EXPERIENCE

Date	Type of Work
Summer 1965	Truck garden helper
School year 1965-66	Grocery store sacker
Summer 1966	Grocery store sacker
School year 1966-67	Dry cleaners - delivery boy

WORK PLACEMENT

Date	Type of Work
September 1966	Carpenter's helper

EDUCATIONAL PLANS	Date
Trade school	Spring 1966

VOCATIONAL PLANS	Date
Mechanic	Spring 1966

SPECIAL DATA

Name John H. Kelly

Activities—

ORGANIZATION Member	Date

AWARDS AND HONORS Description	Date

CHURCH PREFERENCE Catholic

CHURCH ACTIVITIES

COMMUNITY ACTIVITIES

None

OFFICES HELD Office	Organization	Date

INTERESTS, HOBBIES, AND SPECIAL EXPERIENCES

Cars

SPECIAL ABILITIES

Record of Incidents

John H. Kelly

11/19/65	Used car during noon hour without permission. Went home to change shirt.
9/21/66	Truant p.m. Returned to school next day.
11/10/66	Behavior problem in Mrs. Helen Winter's class.
2/16/67	Withdrew from school.

Record of Incidents

John H. Kelly

11/19/65	Used car during noon hour without permission. Went home to change shirt.
9/21/66	Truant p.m. Returned to school next day.
11/10/66	Behavior problem in Mrs. Helen Winter's class.
2/16/67	Withdrew from school.

BRY-CO CORPORATION
JOB CORPS DIVISION
P. O. BOX 481
POINT BOROUGH, MICHIGAN

October 18, 1967

Mr. Clare G. McCord, Principal
Madison High School
Madison, Lafayette

Dear Mr. McCord:

Re: John H. Kelley

Will you please forward to us the complete school record for John H. Kelley? John has recently been admitted to our Job Corps Program and we are interested in gaining all the information we possibly can about his background.

Anecdotal and scholastic records will be helpful.

Yours truly,

J C Williamson

J. C. Williamson
Admissions and Processing

JCW:tek

SC-1-9

STATE ACTIVITY ASSOCIATION
HARPER BUILDING
BOX 48693
CENTRAL CITY, LAFAYETTE

October 18, 1967

Mr. Clare G. McCord, Principal
Madison High School
Madison, Lafayette

Dear Clare:

It has been brought to our attention that the tie for first place in your league is pretty sure to remain after the last game. From following the two teams in first and looking at the schools they have to play, it is a pretty safe bet that a vote by league officials will have to be held.

We are scheduling a meeting in our Conference Room for 1:30 on November 3. If the tie remains by then (I'm sure Central has no chance against Wilcox North), we will vote at that time. All league representatives will have to be here. I am particularly concerned that persons such as yourself show up for this meeting as it could be a bit rough if we have contingencies here from both schools tied in first place.

See you on the 3rd.

Sincerely yours,

Wilbur C. Smart

Wilbur C. Smart

WCS:rd

SC-1-8

411 Stony Road
Madison, Lafayette
October 19, 1967

My dear Mr. McCord:

As president of the AAUW, I am interested in working in a close pattern of friendly cooperation with our local schools. I feel I can speak for our entire membership in this respect and assure you of our whole-hearted support.

As you are very well aware, Dr. and Mrs. Collington and Mr. and Mrs. Williamson of the First Federal Trust and Investment Company have both sent their girls to a private school this year. I have visited with Dr. Collington and Mr. and Mrs. Williamson concerning their decision. In both instances they have indicated the main reason for this change was their concern over their daughters' ability to (1) get into an acceptable college, and (2) compete adequately in the area of college English. Others have also voiced the opinion that our students do not do as well as they should in college English.

I realize we have well qualified English teachers and that most assuredly our elementary schools are giving an adequate foundation. I also recall hearing you discuss the facts and figures relating the number of students going on to college from Madison High School. All this is well and fine; however, if key persons are not getting an adequate foundation in English, there is a serious problem.

Could Mrs. W. C. Barnett and I have an appointment to visit with you about this problem during the afternoon of November 3?

Sincerely,

Janet Hamilton

Mrs. Arthur Hamilton
President, AAUW

SC-1-7

MADISON HIGH SCHOOL

STANDARD MEMO FORM

ate 10/20

o Dept. of _____ Attn: Mr. McCord

rom: Lynda Wallace Dept. _____

ubject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

essage:

At the last faculty meeting, as you recall, you mentioned the selection of students for the National Honor Society and pointed out some of the problems involved. I agree with you on this matter 100 per cent.

There is a related problem which I have discussed with a number of the other teachers (Charles Coons, Virginia Davis, Marjorie Rea, and Leo Sims, in particular), and we feel it should be placed on the agenda for a faculty meeting in the near future. It relates to the selection of the valedictorian and salutatorian. As it now stands, a student who is not interested in an Arts Diploma or a Science Diploma may actually be valedictorian. The truth of the matter is that it would appear that this very thing could happen this year. Beth Colliers, who has taken nothing but commercial courses, may have the highest grade average at the end of the year.

SC-1-6 Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½ - 8½ x 11 and several colors at General Stores.

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date 10/24.

To Dept. of _____ Attn: Mr. McCord

From: Joseph Evans Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

I came down 5th, and again 6th, period but missed you both times. I think I should get this information to you, however, because I think we have another instance of one of our policies being disregarded.

Buddy Klarke was taken from History of Asian People and assigned to my class, General Woodworking. I don't see how we can expect Buddy to catch up in General Woodshop any more than we would expect him to catch up in history or English. It gets to the place where we have to handle every slow learner or problem the English and history people can't take care of.

I'm sorry if I sound burned but this has happened just once too often.

SC-1-5

Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½—8½ x 11 and several colors at General Stores.

FULLMORE DRUGS
YOUR FRIENDLY NEIGHBORHOOD DRUGIST
MADISON, LAFAYETTE

October 20, 1967

Mr. Clare G. McCord
Madison High School
Madison, Lafayette

Dear Mr. McCord:

I have been faced with a growing problem which I must call to your attention. I hate to have to do this, but I have no other choice.

Several of the boys who have been working during part of the school day in your work-study program have been meeting in my store before they return to school. I have noticed a number of small things have been missing as they congregate near the counter where I have a young woman assigned. I am not able to give you their names but know them by sight.

Will you please re-organize the program in some way which will prevent this from re-occurring. Actually, I don't see how we can justify having them away from the school during the day.

Sincerely yours,

William L. Smith

William L. Smith

WLS:mlf

SC-1-4

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date 10/24

To Dept. of _____ Attn: Mr. McCord

From: G.S. Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

Mr. Elgin was through the shop the other day and was visiting with Bob Jackson and me about our equipment. He indicated he was sure the district budget would handle the items we have been needing in the General Transportation course.

I want to mention to you that I took the liberty to visit with him about my request from last June 25 that was turned down on the Automatic Data Processing class equipment and the Vocational Guidance Counselor. He encouraged us to push for these items plus our needed shop equipment and electric typewriters for this next budget. For your help and information the following prices are listed:

(continued)

SC-1-3

Please use Standard Forms where ever possible.

Available in following sizes, 8½ x 5½—8½ x 11 and several colors at General Stores.

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date 10/24

To Dept. of _____ Attn: Mr. McCord

From: G.S. Dept. _____

Subject: (Page 2)

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

3	IBM Key Punch No. 122	$1200 per year (ea.)
1	IBM Sorter No. 440	850 per year
1	IBM Printer No. 660	1150 per year
1	IBM Duplicator No. 670	1072 per year
1	Staff Addition (Vocational Counseling)	$9000
	Office Equipment	750
	Miscellaneous Vocational Guidance Materials	250
20	IBM Selectrics	$ 450 (each)

SC-1-3

Please use Standard Forms where ever possible.

Available in following sizes, 8½ x 5½—8½ x 11 and several colors at General Stores.

MADISON SCHOOL DISTRICT

Requisition Form No. 7345697

Date October 23, 1967

Building Madison High School

Department Industrial Arts

Item	Quantity	Price
283 cu. in. V-8 Chevrolet Block	4	$ 350.00 ea.
Valve Grinder No. A5643	1	1285.00
Transmission Kit No. RD642-3	1	272.85

Requested by Gaylord Samuel Approved _____ Principal

SC-1-2

HIGHLAND OLDSMOBILE
489 CHESTNUT AVENUE
CEDAR PARK
LAFAYETTE

October 19, 1967

Mr. Clare G. McCord, Principal
Madison High School
Madison, Lafayette 21486

Dear Clare,

I wanted to report to you we are still in need of a man in our parts department. Of the four names you gave me, only one, Harry Worth, showed up for an interview. I am afraid he would not be able to fit into our organization at all.

It would sure help if you could line up some other young men who would develop into good employees for us. You know what we are willing to pay and naturally for that kind of money we expect a top flight young man. We need this position filled right away so any help you can give will be appreciated.

Sincerely,

John Merry

John Merry

JM:ag

P.S. How is your new Olds running?

SC-1-1

INSTRUCTIONS: PART I

You are to assume the position of Mr. Clare G. McCord, Madison High School principal. The material on your desk is that which is involved in a typical day's work during the latter part of October. It is mid-week. Yesterday afternoon you had a meeting with the League of Women Voters. This meeting was followed by a meeting with the English teachers to review plans for ordering new materials. After meeting with the English teachers and checking with the evening custodian about a damaged towel dispenser in one of the boys restrooms, you went directly home. Your wife had planned on going out for an early dinner—her bridge group was having their annual husband and wife night. The items on your desk are an accumulation from yesterday afternoon and this morning's mail.

You are to determine what you would do with each item. Actually perform whatever is in order, write the letter; if a phone call is necessary, indicate who you would call and what you would say.

Upon the completion of the items on your desk, take "five" and have a cup of coffee. As you reflect upon the material with which you have dealt, assuming it is rather typical of the things with which you have been faced during the year, what generalizations would you make? Is there an area or areas within the school program which seem to be generating problems? What are the basic problems underlying much of your work as you see it and what kinds of plans are needed when taking a long range view of the situation?

INSTRUCTIONS: PART II

A week has elapsed since your last in-basket (Part I). It is now November 1. You are aware that Mr. Elgin is becoming more and more critical of certain areas of your program and that your superintendent, Dr. Brewer, is becoming more directly involved in the issues.

In view of the situation, you should carefully assess your position. Consider the following questions and write your evaluation or interpretation.

1. Just what is the problem?
2. What about the power structure involved?
   a. Who are the ones "calling the shots"?
   b. Who is "rocking the boat"?
   c. What are the names of the key people and what is the position of each?
3. How does your own job security relate to this situation?
4. Can you defend all of your program in Madison High?

As you reach your office, your secretary hands you several items. Go through these items and determine what you, as principal of Madison High, would do with each one. Write out whatever action you would take regarding each item.

STATE OF LAFAYETTE
STATE DEPARTMENT OF EDUCATION
PUBLIC WORKS BUILDING

Director — Division of Vocational Education

October 26, 1967

Mr. Clare G. McCord, Principal
Madison High School
Madison, Lafayette

Dear Mr. McCord:

Dr. Brewer called me this morning indicating you people were interested in looking into your secondary and adult education program, particularly the area of vocational education.

I have suggested to him that perhaps a state evaluation team could be called in before the year is out. This method of approaching such situations has been found highly successful.

I plan to be in your area within the next two weeks so will stop in to see you at that time.

I am enclosing some material for you to look over. We, in our office, feel this is the best material out right now in the area of vocational education. Dr. Brewer asked if we could make this available to you.

Please call on us at any time we may be of help.

Sincerely,

Milford Conroy

Milford Conroy
Director of Vocational Education

MC:jn

Enclosures: Manpower Report - March, 1966
Self-Renewal: The Individual and the Innovative Society

SC-2-1

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date

To Dept. of _____ Attn: Mr. McCord

From: Mr. Ross Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

Attached is the follow-up study for which you asked. If you have questions after reviewing this, I'll be glad to go over the details and methods of compiling this information.

I have shown a copy of this to Dr. King and we are both in strong accord and pleased with what this follow-up study tells. It is certainly gratifying to see the increase in the number of graduates who go on to college. I think our "super-charged" scholarship program has given this area a real boost.

SC-2-2

Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½ - 8½ x 11 and several colors at General Stores.

FOLLOW-UP OF 1961 GRADUATES

Follow-up: First Year After Graduation

Graduates are:	Percent - September 1961
Universities and colleges	65%
Vocational and technical schools	12%
Military service	6%
Employed	12%
Unemployed	2%
Married - housewife	3%

Follow-up of Those Attending Schools

	Start	After 1 Year 1962	After 2 Years 1963	After 3 Years 1964	After 4 Years Graduate
Universities and colleges	65%	48%	40%	34%	30%
Vocational and technical schools	12%	10%	9%	8%	7%
Military service	6%	12%	12%	10%	10%
Employed	12%	18%	21%	23%	23%
Unemployed	2%	6%	9%	13%	15%
*Married - housewife	3%	6%	9%	12%	15%

*Some married girls are not in housewife category, but rather are students.

FOLLOW-UP OF 1962 GRADUATES

Follow-up: First Year After Graduation

Graduates are:	Percent - September 1962
Universities and colleges	70%
Vocational and technical schools	10%
Military service	7%
Employed	8%
Unemployed	2%
Married - housewife	3%

Follow-up of Those Attending Schools

	Start	After 1 Year 1963	After 2 Years 1964	After 3 Years 1965	After 4 Years Graduate
Universities and colleges	70%	51%	40%	33%	28%
Vocational and technical schools	10%	9%	8%	7%	7%
Military service	7%	12%	12%	10%	10%
Employed	8%	16%	20%	24%	24%
Unemployed	2%	6%	11%	14%	16%
Married - housewife	3%	6%	9%	12%	15%

FOLLOW-UP OF 1963 GRADUATES

Follow-up: First Year After Graduation

Graduates are:	Percent - September 1963
Universities and colleges	75%
Vocational and technical schools	7%
Military service	6%
Employed	5%
Unemployed	4%
Married - housewife	3%

Follow-up of Those Attending Schools

	Start	After 1 Year 1964	After 2 Years 1965	After 3 Years 1966	After 4 Years Graduate
Universities and colleges	75%	51%	39%	32%	26%
Vocational and technical schools	7%	6%	6%	6%	6%
Military service	6%	12%	12%	10%	10%
Employed	5%	16%	21%	24%	24%
Unemployed	4%	9%	13%	16%	19%
Married - housewife	3%	6%	9%	12%	15%

INSTRUCTIONS: PART III

The time is now mid-November. You had an appointment to see Dr. Brewer about program development and preliminary plans for budgeting for the next school year. When you are about ready to go to his office, your secretary comes in and hands you a message just delivered from the superintendent's office.

Go over this information and determine what immediate and long-term action you would take. Develop a program, sufficiently detailed to meet the demands placed before you. If you feel an item such as a news release is needed, actually write the news release.

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date 10/21

To Dept. of _____ Attn: Mr. McCord

From: Mrs. Fisher Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

Dr. Brewer was called to go to the meeting of all state superintendents at the State Department of Education a day early. It seems there is an emergency meeting that has something to do with planning a legislative bill to guard against the tax limitation measure which has already been proposed by Senator Smithy of Bay City. He asked that I get this word to you. He goes from the meeting at the capital to the National School Boards meeting in San Francisco so will be out of the office for over a week.

Enclosed is a memo he dictated for you. He explained that this was to receive top priority and that any information our office has which you may want is to be made available to you.

Dr. Brewer visited with Dr. King and informed him you were asked to prepare information to sell a new vocational education program. He said you would understand why you are asked to do this.

SC-3-1

Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½ - 8½ x 11 and several colors at General Stores.

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date_____

To Dept. of_____ Attn:_____

From:_____ Dept._____

Subject:_____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

6. Rough out budget requirements
7. Have available some information on program content

I want you to present this to the board at the next meeting. By the way, could you talk to the PTA in the near future about this?

SC-3-2

Please use Standard Forms where ever possible.
Available in following sizes, 8½ x 5½—8½ x 11 and several colors at General Stores.

MADISON HIGH SCHOOL

STANDARD MEMO FORM

Date_____

To Dept. of_____ Attn:_____

From:_____ Dept._____

Subject:_____

- ☐ Your Information
- ☐ Suggested Reply
- ☑ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

Clare:

The state superintendent just called and I am on my way out of town in less than an hour. I am asking that you go ahead and carry the ball to get a master plan and program developed to present to the board two weeks from tonight. You know the problems involved and will be working directly with it so I feel you should actually be the main author of any such program. I would suggest you consider the following:

1. Define the need and spell out objectives
2. Find out what has been done in other schools
3. Work out a master plan
4. Develop a program and technique for "selling" the board and community on your plan. I have some ideas we can go over about this when I get back.
5. Review needs - facilities, staff, etc.

SC-3-2

Please use Standard Forms where ever possible.

Available in following sizes, 8½ x 5½—8½ x 11 and several colors at General Stores.

MADISON HIGH SCHOOL
STANDARD MEMO FORM

Date 10/23

To Dept. of _____ Attn: Mr. McCord

From: Anita Biggs Dept. _____

Subject: _____

- ☐ Your Information
- ☐ Suggested Reply
- ☐ Appropriate Action
- ☐ Your Recommendation
- ☐ Please Return
- ☐ Your Files
- ☐ Direct Reply
- ☐ Carbon copy for our files

Message:

I sent a copy of this, as you requested, to Dr. Brewer.

SC-1-25

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